

Training Opportunities

REVISED 12/1/2017

On-Going State Resource

Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
On-going Self-Paced	FMLA Supervisory Training	\$0*	KS Department of Administration (KDoA) - Kim Warren at: Kim.Warren@ks.gov or Visit online at: http://da.ks.gov/ps/training/fmla/	Online	Supervisors	<p>In this online course, participants will be given the information necessary to better understand and apply the regulations outlined by the Family and Medical Leave Act (FMLA). This course is designed to give a general understanding of FMLA law and practical guidance on its administration. More specifically, participants will learn how their role as a supervisor is important in ensuring proper management of the law.</p> <p>The FMLA Supervisory Training is accessible on the Dept. of Administration's website: http://da.ks.gov/ps/training/fmla/</p>
On-going Self-Paced	FMLA Training for Employees	\$0*	KS Department of Administration (KDoA) - Kim Warren at: Kim.Warren@ks.gov or Visit online at: http://da.ks.gov/ps/training/fmla/	Online	All Employees	<p>In this online course, participants will be given the information necessary to better understand and apply the regulations outlined by the Family and Medical Leave Act (FMLA). This course is designed to give a general understanding of the FMLA law and how it applies to State employees. Participants will learn what might trigger a FMLA event, how they would apply for FMLA, and what their responsibilities would be while on FMLA.</p> <p>The FMLA Employee Training is accessible on the Dept. of Administration's website: http://da.ks.gov/ps/training/employee FMLA5/</p>
On-going Self- Paced	General IT Security Awareness Training (ID #: 1070513) KS New Employee Orientation (NEO) (ID #: 1051574) Successfully Dealing with Challenging Customers (ID #: 1069122)	\$0*	KS Department of Health & Environment (KDHE) - General IT Security Awareness & KS New Employee Orientation (NEO) KS Department of Commerce (KDC) - Successfully Dealing with Challenging Customers Visit KANSAS TRAIN at https://www.train.org/ks/ , register/login, and look up by Course ID#	Online	All Employees	<p><u>IT Security Awareness:</u> This online training presents information necessary for IT system managers, administrators, and users to demonstrate awareness of system security requirements and discuss user's responsibility to protect IT systems and data.</p> <p><u>New Employee Orientation:</u> Provides necessary vital information to newly hired employees regarding benefits, policies, procedures and expectations.</p> <p><u>Successfully Dealing with Challenging Customers:</u> This online course identifies reasons customers may appear unreasonable and what gets in the way of working with challenging customers and describes the importance and best practices of effective communication with your customers. This online course is designed to equip employees with knowledge needed to work with challenging customers and best serve those customers effectively.</p> <p>**NEW KANSAS TRAIN URL: https://www.train.org/ks/. <u>Click Here</u> for Kansas TRAIN 3.0 Information!**</p>

On-going Self-Paced	<p>HIPAA Awareness (ID #: 1047429)</p> <p>HIPAA: Allowable Disclosures and Safeguards (ID #: 1072478)</p> <p>HIPAA: Right to Access and Documentation (ID #: 1072486)</p>	\$0*	<p>KS Department of Health & Environment (KDHE) -</p> <p>Visit KANSAS TRAIN at https://www.train.org/ks/, register/login, and look up by Course ID#</p>	Online	All Employees	<p><u>HIPAA Awareness:</u> After completing this online course, you will be able to explain the source of HIPAA, indicate two on-site HIPAA information sources and identify two HIPAA rules and two consequences of HIPAA violations.</p> <p><u>HIPAA: Allowable Disclosures and Safeguards:</u> After completing this online course, you will be able to determine possible Protected Health Information (PHI) and how to safeguard it. You will also be able to determine correct action related to incidental disclosure, define the minimum necessary information applicable to the job and determine correct actions, differentiate exempt disclosures from non-exempt Protected Health Information (PHI) and determine correct actions, respond correctly to information transmission format scenarios and locate a resource for further information.</p> <p><u>HIPAA: Right to Access and Documentation:</u> After completing this online course, you will be able to recognize that your organization has HIPAA forms and compliance officer. You will also be able to demonstrate concept mastery through scenario decision making and locate resources for further information.</p> <p>**NEW KANSAS TRAIN URL: https://www.train.org/ks/. <u>Click Here</u> for Kansas TRAIN 3.0 Information!**</p>
On-going Schedule by Appointment	Inappropriate Behavior and the Inclusive Workplace	\$0*	<p>Kansas Human Rights Commission (KHRC) -</p> <p>Ruth Glover at: Ruth.Glover@ks.gov</p>	By Appointment	All Employees	The presentation includes a definition of an inclusive workplace, a review of why an inclusive workplace is important, discussion of workplace harassment, including sexual harassment, and behavior that, although it does not meet the definition of harassment, is still inappropriate in the workplace. Includes numerous examples of harassing behavior and inappropriate behavior. Includes a video on sexual harassment. Can include an optional quiz, acknowledgement of training form, and/or video on diversity.
On-going Schedule by Appointment	Records Management 101	\$0*	<p>Kansas Historical Society (KSHS) -</p> <p>Megan Rohleder at: mrohleder@kshs.org</p>	By Appointment	Records Officers or Designees; All Employees	This course covers the basic information needed for records managers, Records Officers, or designees revising retention schedules for their agencies. The course also walks attendees through why records management is important, legal requirements, paper and electronic records, the State Records Board, and Electronic Records Committee. The course concludes with a hands on workshop designed to introduce attendees to revising and constructing retention schedules and helpful advice on how to start revisions of their agency's schedule.
On-going Schedule by Appointment	Shared Drive Clean Up	\$0*	<p>Kansas Historical Society (KSHS) -</p> <p>Megan Rohleder at: mrohleder@kshs.org</p>	By Appointment	All Employees	This course covers the basics of cleaning up an agency or division shared drive. The course walks attendees through the process of how to identify what records are in the shared drive, who created them, retention requirements, and programs/software that will identify duplicate records and will clean up space for future use. The course will include a hands on demonstration of software used by the Historical Society in managing a shared drive.

On-going Self- Paced	State Library - LearningExpress Library	\$0*	State Library of Kansas (SLK) - Sarah Tenfelde-Dubois at: Sarah.Tenfelde-Dubois@ks.gov	Online	All Employees	<p>LearningExpress Library is a system of online tutorials, eBooks, and other materials funded and made available to all Kansans by the State Library of Kansas. State employees will be most interested in the software tutorials available in this product (certificate on completion), but please note this contains a “Center” for various learning audiences. Practice tests for the Praxis, Law Enforcement, ACT/GED/GRE, and more occupational or entrance exams are available to all Kansans. Visit http://kslib.info/LEL and register for your personal account and use these materials.</p> <p>Courses Offered include: Adobe Dreamweaver, Adobe Flash, Adobe Illustrator, Adobe Photoshop, Microsoft Access, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Project, Microsoft Publisher, Microsoft SharePoint Designer, Microsoft Visio, Microsoft Word, and Windows and Mac Operating Systems Course; Writing Skills for the Workplace; Math Review</p>
On-going Self-paced	State Library - Universal Class	\$0*	State Library of Kansas (SLK) - Sarah Tenfelde-Dubois at: Sarah.Tenfelde-Dubois@ks.gov	Online	All Employees	<p>Universal Class is a system of online courses in over 500 topics, funded and made available to all Kansans by the State Library of Kansas. Join a full course for instructor interaction, assignments, and Continuing Education credits upon completion; or just watch (audit) the lecture videos to brush up on a topic. Visit http://kslib.info/uclass and register for a personal account to join or audit a course.</p> <p>Courses Offered include: Adobe Dreamweaver, Adobe Flash, Adobe Illustrator, Adobe Photoshop, Microsoft Access, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Project, Microsoft Publisher, Microsoft SharePoint Designer, Microsoft Visio, Microsoft Word, and Windows and Mac Operating Systems Course; Writing Skills for the Workplace; Math Review</p>
On-going Self- Paced	The Employee Assistance Program (EAP) offering: Personal Counseling, Legal Advice and Discounts, Personal Money Management Advice, Work-Life Solutions, Monthly Webinars and More!	\$0*	Employee Assistance Program (KDHE) - Shannon Elwell at: Shannon.Elwell@ks.gov or Alec Hawley at: ahawley@compsych.com	Online	All Employees	<p>ComPsych is the provider for the Employee Assistance Program (EAP) services for the State Employee Health Plan (SEHP). The EAP has Guidance Experts to give you someone to talk to, offer expert financial and legal advice when you need it, help you discover your best financial options, assist in finding elder and child care, and even someone to delegate to help you with your "to-do" list. There are also monthly webinars, articles, podcasts, videos and e-books over popular work-life topics available at no cost.</p> <p>Call 1.888.275.1205 Option 1 or go online at www.guidanceresources.com (For first time users-Web ID: SOKEAP) to get access to timely, expert information on thousands of topics, including relationships, work, school, children, wellness, legal, financial and more.</p>

Please provide the employee's ID, full name and email address when requesting course registration. Accommodations are arranged and covered by the employee's agency.

***Any costs associated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.**

December 2017 Course Information

Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
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12/6/2017 - 9:00 AM to 3:00 PM	*FEATURED* Learning to Lead	\$0*	KS Department of Administration (KDoA) - Craig Kibbe at: Craig.Kibbe@ks.gov	Landon State Office Building, Conference Room 560	Non-Supervisory Employees	This course is designed for employees who are not currently in a leadership role, but hope to be someday. You will be walked through a process you can use to grow and equip yourself, so you can be in a position to lead before you find yourself in a leadership position. Topics include identifying your personal leadership identity, developing a personal credo, looking at the leadership characteristics needed for the future, and discovering the personal values that influence your attitudes and behavior.
12/4/2017- 12/15/2017 - Various Dates & Times Available	Fundamentals of Investing	\$0*	KS Public Employees Retirement System (KPERs) 457 - To register for in-person seminar please send your name & the date/location/time at: kpers457@kpers.org To register for an online seminar click here .	Multiple Locations & Online Webinars Available Click here to see a full list	All Employees	Asset allocation and diversification help you find the best balance of risk and potential return when investing for retirement. But one size doesn't fit all. In this seminar, we will look at how to keep your investment portfolio on track. We will also talk about the options available through KPERs 457 to help you build a diversified portfolio across different asset classes.
12/5/2017 - 1:00 PM to 4:00 PM	Performance Management Process (PMP)	\$0*	KS Department of Administration (KDoA) - Register online at: https://www.surveymonkey.com/r/MRNL6CB	Landon State Office Building Room 560, Topeka	Supervisors	This course highlights the changes in the performance management from the previous version to the current form and procedural changes regarding special evaluations. This course covers how to create meaningful objectives, competencies and discusses how specific attendee's issues could be addressed.
12/5/2017 - 2:00 PM to 3:00 PM or 6:00 PM to 7:00 PM	Getting Ready to Retire?	\$0*	KS Public Employees Retirement System (KPERs) - Register online at: https://register.gotowebinar.com/rt/1152594226549715969	Online	All Employees within 5 years of retirement	This online course will include topics regarding choosing a retirement date, how to calculate your benefit, steps in the process, payment options, taxes and life insurance. In addition, this course offers a Q&A session after the training course presentation is over.
12/5/2017- 12/6/2017 - 8:30 AM to 3:30 PM	Crystal Reports Writer Level 1	\$270	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	This is designed for new users of Crystal Reports 2013. Some of the topics covered include a review of the software features, report design, and the creation of presentation quality reports.
12/7/2017 - 8:30 AM to 3:30 PM	Outlook 2016 Level 1	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will learn how to configure an e-mail account, read, create, and send messages, and work with file attachments. They'll also learn how to organize messages, set delivery options, print messages, set up a mail merge, work with contacts and tasks, use the Calendar, and manage their Outlook folders.

12/7/2017 - 10:00 AM to 11:00 AM or 6:00 PM to 7:00 PM	Getting Ready to Retire?	\$0*	KS Public Employees Retirement System (KPERS) - Register online at: https://register.gotowebinar.com/rt/1152594226549715969	Online	All Employees within 5 years of retirement	This online course will include topics regarding choosing a retirement date, how to calculate your benefit, steps in the process, payment options, taxes and life insurance. In addition, this course offers a Q&A session after the training course presentation is over.
12/12/2017 - 8:30 AM to 3:30 PM	Word 2016 Level 2	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Create and format sections in a document, create multiple columns, and sort text in columns. Work with tables by formatting the cell text, resizing rows and columns, adding borders and shading, using the Table Auto Format command, and drawing a table. Import Excel data into Word tables, use formulas to perform calculations, and link and embed Excel data. Create and modify styles to format text and to set up and use different views, including Outline view, the Document Map pane, and thumbnails. Create and manipulate Headers and Footers. Working with Styles. Creating labels and envelopes. Working with Graphics Revisions in a document.
12/13/2017 - 8:30 AM to 3:30 PM	Excel 2016 Level 2	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will work with concepts such as consolidating data, creating a workspace, adding comments to cells and workbooks, define and apply cell and range names, create and manage templates, publish a worksheet as a PDF file, use advanced formatting techniques, sort lists and create and format a table. They will also save a worksheet as a Web page, use the AutoRepublish feature, insert and edit hyperlinks in worksheets, and send a workbook via e-mail.
12/19/2017 - 8:30 AM to 3:30 PM	PowerPoint 2016 Level 2	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will learn how to create and modify templates, build a custom slide master, and insert multimedia elements. They'll also learn advanced techniques for working with charts, tables, clip art, and drawing tools. Students will add and modify action buttons, use advanced delivery techniques, customize and create toolbars, and create macros.
12/19/2017- 12/20/2017 - 8:30 AM to 3:30 PM	ArcGIS	\$80	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	ArcGIS is used to build and maintain geospatial data using relational databases. In this class students will navigate the ArcCatalog, use custom toolbars, work with layers and symbology, create a geodatabase and create queries and joins. They will also use the data and layout views, coordinate system and work with measuring distance.
12/21/2017 - 2:00 PM to 3:00 PM	Working Through Mistakes	\$0*	KS Department of Administration (KDoA) / ComPsych - To register , click here . Complete the registration form & click done.	Landon State Office Building, Conference Room 509	All Employees	"Oops" moments happen everyday. At times they are public, unavoidable and have real consequences. In the workplace, errors should be viewed as a process in which the objective is to learn from your mistakes so that they cannot hinder your future performance at work or in life. This ComPsych workshop will define the next steps once a mistake is made and demonstrate that these inevitable moments can be seen as an event and not an adjective or descriptor of things to come.

12/21/2017 - 3:00 PM to 4:00 PM	Living Simply: Simplify Your Life	\$0*	Employee Assistance Program (KDHE) - Shannon Elwell at: Shannon.Elwell@ks.gov or Alec Hawley at: ahawley@compsych.com	Online	All Employees	In today's digital age, people are exposed to a vast number of choices and opportunities in all facets of life; choices about what to read, watch, listen to or purchase. The result is that people often are more distracted, confused and stressed by the increasing complexity of consumer choices and online social media activities. This topic addresses ways of prioritizing and simplifying your life through adopting a "digital mindfulness" approach. https://attendee.gotowebinar.com/register/449059621467041027
Please provide the employee's ID, full name and email address when requesting course registration. Accommodations are arranged and covered by the employee's agency.						
*Any costs associated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.						